Adamstown Borough Council **November 2, 2021**

The meeting was called to order at 7:00PM at the Adamstown Borough Wastewater Treatment Plant, 235 E. Swartzville Road, Denver by Council President Randy Good.

Council Present: R. Good, D. Matz, A. McManimen, M. Bansner, d. Alumbaugh, J. Thomason

Visitors present: Tom Unger, Chuck Hess, Derek Miller, Ann Yost, Porter Stevens, James Johnson-Null, Joe Dietrich, Carolyn Reiste, Steve Davis, Victoria Motter, Helen Shaak, Zach Hoffman, Deb Schmidt, George Hobson, Christina Hobson, Donna Zaun, Michele Walter Fry

Others present: Mayor Schmidt, Mike Palm, Lisa Crouse, Sam Toffy

MINUTES: Minutes from the October 5, 2021 meeting were approved with a motion from D. Matz, seconded by M. Bansner and unanimously carried.

BILL LIST: Motioned by D. Matz, seconded by M. Bansner and unanimously carried to approve all bills and receipts presented.

Sewerline Rehab: C. Hess explained to Council that SDE has begun obtaining quotes to televise and partially clean Phase 1 of the sewerline rehab project. This is covered under the Costars program so it did not have to be publicly bid. The low quote from Mr. Rehab came in at $12,850. Although they are still waiting on environmental clearances, SDE is seeking approval so they could begin work as soon as clearances are received. $17,150 has been budgeted for this.

Motioned by D. Matz, seconded by J. Thomason and unanimously carried to approve quote from Mr. Rehab in the amount of $12,850 to televise and partially clean Phase 1 of the sewerline rehab project.

JSL Mechanical, Inc.: JSL Mechanical, Inc. has submitted as-builts for the warehouse project and are requesting release of the remaining cash escrow in the amount of $3,850.

Motioned by D. Matz, seconded by d. Alumbaugh and unanimously carried to approve releasing the remaining cash escrow in the amount of $3,850 to JSL Mechanical, Inc.

6 Jason Avenue: Black Diamond, LLC, owner of Black Diamond Financial located at 6 Jason Avenue is requesting the release of $95,763.03 for work completed. C. Hess is recommending holding $2,310 for property pins and as-builts.

Motioned by d. Alumbaugh, seconded by D. Matz and unanimously carried to approve releasing all financial security with the exception of $2,310 to be held for property pins and as-builts.

POLICE REPORT:

The October Police Report was included in the packets.

FIRE REPORT:

The October Fire Report was read by D. Miller. He said there will be a soup and sub sale on November 20th from 10AM until sold out.

VISITOR'S BUSINESS:

Ann Yost, President of YSM Landscape Architect – YSM Landscape Architect works solely in park and recreation planning and design. The Adamstown 2026 Committee met with Ms. Yost several times to walk the park and trails and to discuss the creation of a Master Plan for grant writing purposes. Subsequent to her visit, she put together a Scope of Work proposal for an abbreviated Master Plan which follows DCNR's scope and contains all of the key elements of DCNR's scope. In order to keep costs down, the proposal did not include a report or certain background information. Ms. Yost explained what would be required in preparation of successful grant writing. She reduced her original Scope of Work proposal by 10% for a revised cost of $17,460. $30K is included in the budget for planning.

Motioned by d. Alumbaugh, seconded by J. Thomason and unanimously carried to approve having YSM Landscape Architect create a Master Plan for Adamstown Borough at a cost of $17,460.

D. Matz requested to be added to the Adamstown 2026 Committee.

Carolyn Reiste, Adamstown Area Library – Ms. Reiste addressed Council with an update on the Library including services, public programs being offered, '1K Books Before Kindergarten' program, Friends of the Library among others. The Adamstown Area Library is also part of the County-wide Extra Give program and it received record donations last year. This year's Extra Give will be held on November 19th and the Library will be hosting an open house from 3:30PM to 6:30PM. Light food and drinks will be offered as well as games and music. A. McManimen requested that the Library provide its 2022 budget once it is complete. He also said that one concern brought to his attention is when the Library will be open to the public in the capacity it was pre-Covid. Ms. Reiste said they are slowly easing back into in-Library services. A. McManimen encouraged her to reach out to Council, should they need anything.

SPECIAL TOPICS: None.

PUBLIC WORKS:

19.8 CF Chest Freezer – M. Palm said he got pricing on a chest freezer to replace the damaged one at the snack bar. Home Depot offers a 19.8 CF chest freezer for $849. The existing chest freezer was damaged by an employee of the snack bar and the Borough has been reimbursed by the snack bar vendor.

Motioned by d. Alumbaugh, seconded by M. Bansner and unanimously carried to authorize the purchase of a 19.8 CF chest freezer from Home Depot at a cost of $849.

CAT 4000 Pool Controller – M. Palm said the large pool is running more efficiently by using a pool controller so he is requesting to purchase one for the baby pool. It will be tied into a WiFi signal so he will be notified if there are any chemical issues. The model is a Hayward CAT 4000 and the cost is $3,799.

Motioned by M. Bansner, seconded by d. Alumbaugh and unanimously carried to authorize the purchase of a CAT 4000 pool controller at a cost of $3,799.

Pool Security Lighting – Due to break-ins at the pool, M. Palm is requesting that security lighting be installed. Yale Electric Supply Co. provided a quote for $798.46 which would put lighting on the main pool, the baby pool, the entrance area as well as other areas. The lights would be installed by the Borough electrician for an additional cost.

Motioned by D. Matz, seconded by d. Alumbaugh and unanimously carried to authorize the purchase of lighting for the pool from Yale Electric Supply Co. at a cost of $798.46.

Epoxy Flooring at Snack Bar and Guard Room – Due to the condition of the flooring in the snack bar and guard room, M. Palm obtained quotes from Durex to install epoxy flooring in those areas. Durex is the company used when the flooring in the breezeway and restrooms of the pool were redone a few years ago. The cost for the snack bar would be $4,150 and for the guard room would be $3,500.

Motioned by d. Alumbaugh, seconded by J. Thomason and unanimously carried to authorize Durex to redo the flooring in the snack bar for $4,150 and in the guard room for $3,500.

L. Crouse said that $20K was budgeted in 2021 for capital improvements at the pool but only $8K of that was spent on the sound system. Additional fencing improvements were planned but will not be done this year, so that has been budgeted for next year.

MIB Quote – A. McManimen asked that this item be tabled until the December meeting.

Sign Quote – M. Palm provided a quote from Miller Municipal Supply, LLC to purchase various signs at a cost of $1,779.60 to be installed at specific areas where no parking is allowed as discussed at the October meeting.

Motioned by d. Alumbaugh, seconded by M. Bansner and unanimously carried to purchase no parking signs from Miller Municipal Supply, LLC at a cost of $1,779.60.

Pressure Washer – A quote was provided by Kochel Equipment to purchase a pressure washer and accessories at a cost of $3,249. M. Palm said they are used at the parks, the pool and the plant as well as other areas throughout the Borough. He would only need the pressure washer and the underbody wand for a total amount of $2,300.

Motioned by D. Matz, seconded by J. Thomason and unanimously carried to purchase the pressure washer and underbody wand from Kochel Equipment at a cost of $2,300.

TREASURER: None.

FINANCE:

2022 Budget – L. Crouse reviewed the proposed 2022 budget with Council. On the revenue side, the earned income tax revenue is down approximately 10 to 11% compared to 2020. L. Crouse contacted Lancaster County Tax Collection Bureau to discuss and was told that they couldn't find a specific reason for the decrease, but they will continue to monitor. Real estate tax revenue has increased substantially. Approximately 10% increase in insurances is estimated, 3% wage increases and health insurance 4% increase. Electric rates have been locked in from 2022 through 2025. Several community events are being proposed for 2022, which has been a hot topic. The Fire Company donation has been increased by $2,200 for a total of $60K. With the planned sewerline improvements over the next several years, a 6% sewer increase has been budgeted for which will generate $24K in 2022. There will be no tax rate increase or water increase.

Motioned by D. Matz, seconded by d. Alumbaugh and unanimously carried to approve the draft 2022 budget for advertising and adoption at the December meeting.

D. Matz said that the Water/Sewer Committee with East Cocalico Township reps in mid-November to explain to them why their sewer rates will be going up.

WATER/SEWER/MS4: None.

COMMUNITY:

Tree Identification Signs – d. Alumbaugh showed pictures of samples of tree identification signs provided to him by Bob Hinkley which will be used to identify various trees along the trails and he is looking for approval on the design. The scouts will be installing the signs.

Motioned by d. Alumbaugh, seconded by A. McManimen and unanimously carried to approve the design of the tree identification signs to be used along the trails.

Trail Signs – d. Alumbaugh showed everyone the wooden trail signs which will be painted and installed by Public Works staff. The signs are similar to those used in State and Federal parks.

ROADS AND BRIDGES: None.

PERSONNEL:

DVHT Rate Stabilization Funds – Health insurance for borough employees has been through DVHT since 2019. One perk of contracting with DVHT is joining their trust which gives back dividends after 3 years which could be used to offset 2022 health insurance costs.

Motioned by D. Matz, seconded by M. Bansner and unanimously carried to approve using DVHT dividends to offset 2022 health insurance costs.

RECREATION: None.

FIRE/SAFETY:

T. Motter publicly thanked the Mayor for participating as the official judge and the Fire Company for crowd control at the Trunk or Treat event hosted by the YMCA. Over 900 people attended and they are hoping for another successful Trunk or Treat next year.

BUILDING: None.

UNFINISHED BUSINESS:

Ordinance 409, (to amend Chapter 320, Zoning) – The draft ordinance was reviewed by the Borough Planning Commission and Lancaster County Planning Commission with no major recommendations made.

Motioned by d. Alumbaugh, seconded by D. Matz and unanimously carried to adopt Ordinance 409 to amend Chapter 320, Zoning.

Ordinance 410 (The Small Wireless Facilities Deployment Act) – The draft ordinance was advertised for adoption.

Motioned by M. Bansner, seconded by D. Matz and unanimously carried to adopt Ordinance 410, The Small Wireless Facilities Deployment Act).

NEW BUSINESS:

Steve Rapp, 227 Adamstown Road Rezoning – The property owner of 227 Adamstown Road submitted a Petition to request the property be rezoned from Mixed Use to R2 Medium Density Residential.

Motioned by d. Alumbaugh, seconded by D. Matz and unanimously carried to authorize sending the rezoning Petition to the Borough Planning Commission and the LCPC for review and recommendation.

Motioned by d. Alumbaugh, seconded by D. Matz and unanimously carried to set the public hearing for the January 3, 2022 Council meeting and to authorize the Borough Solicitor to advertise the public hearing and consideration of the ordinance.

R. Good was in favor of the Borough Engineer reviewing the Petition for the Borough Planning Commission.

Security Service Company, Inc. – The Borough received alarm system agreements for equipment and services provided at 3000 N. Reading Road and 235 E. Swartzville Road.

Motioned by J. Thomason, seconded by d. Alumbaugh and unanimously carried to execute the agreements from Security Service Company, Inc. for equipment and services provided.

Stephanie Scheifley Resignation – Planning Commission member Stephanie Scheifley submitted a letter of resignation because she will be relocating outside of the Borough.

James Johnson-Null, Planning Commission Vacancy – J. Johnson-Null submitted a letter of interest to serve the remainder of the term on the Planning Commission left vacant by the resignation of S. Scheifley. His term will run through the end of December 2021.

Motioned by J. Thomason, seconded by D. Matz and unanimously carried to appoint James Johnson-Null to serve the remainder of the term on the Planning Commission left by the resignation of S. Scheifley, to run through the end of December 2021.

YMCA 5K Run & Pig Roast – The YMCA is holding their 2nd annual 5K run & pig roast in the grove on November 6, 2021. They already submitted a certificate of insurance and notified the police and fire departments.

Motioned by D. Matz, seconded by d. Alumbaugh and unanimously carried to approve the 5K run and pig roast in the grove provided a certificate of insurance is provided at least one week prior to the event.

Adjournment:

Motioned by d. Alumbaugh, seconded by D. Matz and unanimously carried to adjourn.
The meeting ended at 8:47PM.

Attested: _____
Sam Toffy, Adamstown Borough Administrative Secretary